

**MINUTES OF POLICE AND FIRE COMMISSION  
MEETING OF JANUARY 21, 2021**

*4:00 p.m.*

*Virtual Meeting via Webex*

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MEMBERS PRESENT: Dan Kincaid, Stephanie Finn, Disa Wahlstrand, Selika Ducksworth-Lawton, Kimberly Cronk

STAFF PRESENT: Police Chief Matt Rokus  
Fire Chief Chris Bell  
Human Resources Director Victoria Seltun

The Commission convened in open session at 4:00 p.m. Meeting was called to order by President Daniel Kincaid. President Kincaid asked if there were any corrections or additions to the minutes of the Police and Fire Commission meetings held on November 19<sup>th</sup>, 2020. No corrections or additions were noted, and the minutes stand approved as circulated.

Chief Bell provided a personnel update. There are two new recent retirements from the department. With those recent retirements, the department was at nine sworn vacancies and one Administrative Associate vacancy. The department has seven new employees starting on February 1<sup>st</sup>, which puts them at two current sworn position vacancies. Six of the new hires were with the department last year as Limited Term Employees and the department is excited to bring them on board as full-time employees.

Chief Bell also provided operational updates. The new hires starting on February 1<sup>st</sup> will be put through four weeks of training, instead of the typical three weeks. The Department is seeing a need for additional training of new hires before they are put into the community, so they have extended their training. A ladder truck was received earlier this year and will be put into the fleet soon. Fire personnel have been given the opportunity to receive the COVID-19 vaccine and approximately 2/3 of the staff have received the shots. The department will also be assisting the Health Department during the vaccination clinics in case of allergic reactions. Chief Bell noted the need to discuss changes in the hiring process as CVTC is changing their process to a year-round model. Chief Bell hopes to bring forward suggested process changes to the next meeting.

Commissioner Cronk joined the meeting at 4:08 p.m.

Commissioner Wahlstrand inquired about the mental health of the Fire Department and how they are coping with the effects of COVID-19 and the ongoing pandemic. Chief Bell stated that overall the department is coping well, they are being flexible and helping staff when they can to meet their emotional needs.

Chief Rokus provided a personnel update. The department has hired four new officers off of the current eligibility list, three of which are currently attending the CVTC Police Academy and will

graduate in May of 2021. The Officers will then go through field training and be ready in mid-October for full responsibilities. The department is working through the remainder of the eligibility list, but it will be exhausted soon. The department has seen no retirements or resignations since the last meeting, but there was a sudden death of an officer on New Year's Eve. The City's EAP provider has been assisting the department and staff during this time. There are currently five sworn vacancies and several anticipated retirements. Chief Rokus requested permission to start a hiring process as early as next week, and will work with Human Resources on that process. The department has adopted a new Modern Appearance Standards Policy, including diversifying hairstyles allowed for the female officers and the allowance of tattoos that can be covered by the officer's uniform (long-sleeves being allowed during the summer months).

Commissioner Ducksworth-Lawton stated that Chief Rokus provided a 20-minute talk on MLK Day and extended her appreciation and the knowledge that the presentation has been well received.

Chief Rokus also provided operational updates. The attack of the United States Capitol has caused unease in the country and our community. The Police Department has responded by increasing intelligence monitoring, social media monitoring, and more. They also redeployed their twenty-six detectives in case of concerns on Inauguration Day, but everything went smoothly. The department is currently field testing their second body worn camera system and are undergoing a study in regards to the new position, Co-Response Coordinator, that they will be recruiting for later in the year. The department is also conducting virtual training for their 95 officers.

Discussion was held regarding the Public Outreach document. Commissioners provided feedback. Director Seltun will revise and distribute for approval via email.

President Kincaid asked if there are any future agenda items. President Kincaid would like to see the new truck at a future meeting, Chief Bell discussed a potential Badge Ceremony this summer, and Commissioner Ducksworth-Lawton discussed scheduling a ride-along for Commissioners with the Police Department.

Motion was made by Commissioner Finn to adjourn the meeting, seconded by Commissioner Ducksworth-Lawton, and the meeting was adjourned at 4:52 p.m.

The next regularly-scheduled Police and Fire Commission meeting is March 18, 2021.

Minutes recorded by Kelly Shea, Police and Fire Commission Secretary.